



STATE OF CONNECTICUT  
TEACHERS' RETIREMENT BOARD  
21 GRAND STREET HARTFORD, CT 06106-1500  
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TO: School Business Officials

FROM: John W. Coughlin, Jr., Accounting Manager

DATE: January 18, 2002

SUBJECT: Active Teacher Beneficiary Form (New Members and Current Members) &  
Application for Withdrawal of Member's Deposit Form

The Active Teacher Beneficiary form and the Application for Withdrawal of Member's Deposit form have recently been revised and are enclosed for your records. Please make copies of these new forms and discard the outdated ones.

As a reminder, CTRB publications, forms and applications may be downloaded directly from the Teachers' Retirement Board website @ [www.state.ct.us/trb](http://www.state.ct.us/trb). We encourage you to visit our site periodically to verify that your supply of CTRB literature is up to date.

**Active Teacher Beneficiary Form (New Members and Current Members)**

Employers should furnish all new members with an Active Teacher Beneficiary form for completion. This completed form should then be forwarded directly to Connecticut Teachers' Retirement Board after the new member has been added to your transmittal file.

The *Survivorship Benefits Before Retirement Bulletin* is included with the Active Teacher Beneficiary form. It is important that members read and understand this bulletin before making their formal designation.

Current members wishing to change their beneficiary designation with this office should be advised to complete the Active Teacher Beneficiary Form and return it to this office.

**Application for Withdrawal of Member's Deposit Form**

The *Withdrawal of Member Deposit Packet* has been revised to reflect changes that became effective January 1, 2002 due to the provisions of the Economic Growth and Tax Relief Reconciliation Act of 2001.

Members who have terminated their position and are applying for a refund of their CTRB deposits now have additional options regarding the distribution of their funds.

Please feel free to contact this office if you have any questions.